

**MINUTES OF A  
REGULAR MEETING  
OF THE JACKSON COUNTY  
BOARD OF COMMISSIONERS  
HELD ON  
JANUARY 07, 2025**

The Jackson County Board of Commissioners met in a Regular Session on January 07, 2025, 6:00 p.m., Justice and Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present:	Mark A. Letson, Chairman	Kevin King, County Manager
	Jenny Lynn Hooper, Commissioner	John Kubis, County Attorney (Via Zoom)
	Michael Jennings, Commissioner	Angela M. Winchester, Clerk to the Board
	John W. Smith, Commissioner	
Absent:	Todd Bryson, Vice Chair	

Chairman Letson called the meeting to order.

**(1) PROCLAMATION FOR MARTIN LUTHER KING, JR. DAY OF SERVICE:**

Chairman Letson read a Proclamation to proclaim January 20<sup>th</sup> as Martin Luther King, Jr. Day of Service. Commissioner Smith moved to approve the Proclamation. Commissioner Jennings seconded the Motion. Motion carried.

**(2) AGENDA:** Commissioner Smith moved to approve the agenda. Commissioner Hooper seconded the Motion. Motion carried.

**(3) MINUTES:** Commissioner Jennings moved to approve the minutes of a Regular Meeting of December 17, 2024, as presented. Commissioner Hooper seconded the Motion. Motion carried.

**(4) CHAIRMAN’S REPORT:** None.

**(5) COMMISSIONER REPORTS:** None.

**(6) COUNTY MANAGER REPORT:** Mr. King reported on the following projects:

**(a) Aquatics Center:** The project was complete. Staff had been engaging with vendors on training. A tentative grand opening was scheduled for January 25<sup>th</sup>.

**(b) Center for Domestic Peace:** The foundation, elevator shaft, lower floor and steel columns for the building had been installed. The project was on schedule per contract timeline. They were working with NCDOT for an encroachment agreement to the site for a new paved entrance.

**(c) Cashiers-Glenville Recreation Splash Pad:** Bidding was underway with an expected bid opening in January.

**(d) Whittier-Qualla Park:** Bid tab and low bidder recommendations were presented December 17<sup>th</sup>. Construction would commence in early 2025. Cherokee Enterprises received the bid for the project. They were in the contracting phase of the project.

**(e) Department on Aging:** The construction drawings were complete. Formal bids would be requested from qualified contractors in January.

**(f) Canada Fire Department and Community Center:** Staff working on a funding plan. Architect would complete construction drawings.

(g) **Justice Center and Administration Building:** Staff working on a funding plan. The architect had been instructed to complete the construction drawings. The county was accepting proposals from construction manager at risk firms for this building project. The proposals were received on January 6<sup>th</sup>.

(h) **Fair Grounds:** RFP out for demolition and construction of the building. Working on the water tower issue, which would not be feasible to rehabilitate.

(i) **Greenway:** Continuing to look at funding mechanisms and expansion.

(j) **School Projects:** Projects would be discussed in January with a Capital School Plan.

**(7) PUBLIC COMMENT:**

(a) Amber Albert stated she was the Director of Western Carolina University's Mountain Heritage Center. In 2026, the United States would be commemorating the 250th anniversary of the signing of the Declaration of Independence. America 250 NC, a program of the NC Department of Natural and Cultural Resources (NDNCR) was partnering with local governments and nonprofits to mark this anniversary. Many NC counties formed official committees dedicated to planning and organizing events, projects and initiatives at the county level. Having a committee would unlock the opportunity for resources from the state through the America 250 NC office, most notably the county grant program. This \$10,000 grant, with no match requirement, could be used for a variety of project types.

Since Jackson County did not have an America 250 committee, she welcomed a collaborative launch of a committee with the Board of Commissioners. NDNCR would support an organized semiquincentennial through marketing and grant funds. The heart of the America 250 NC commemoration was within the county committees. She hoped the Board would consider this unique opportunity and join the coalition of North Carolina counties already poised to mark this historic milestone.

Chairman Letson asked Ms. Albert to send further information to the Clerk to place this item on a future agenda for consideration.

(b) Deborah Smith stated she submitted her volunteer application to serve on the Fontana Regional Library Board of Trustees. She provided her experience and background for consideration. She stated it was an honor to be nominated and it would be honored to serve.

**(8) FY2025-2026 BUDGET CALENDAR:** Ms. Fox presented the proposed FY2025-2026 Budget Calendar for consideration:

January 7	Regular Commissioner Work Session – Set budget calendar
February 18	Commissioner’s Budget Retreat at the Burrell Building SCC10:00 am
February 27	Manager’s preliminary meeting with Departments and Offices
March 1	Nonprofit Grant Applications Disseminated
March 24	All requests submitted to Finance
March 31	Nonprofit Grant Applications Due
April 1	Regular Commissioner Work Session –summary of all new requests 6:30 pm
April 14-25	Manager / Finance Budget Meeting with Departments and Agencies
April 28-May 2	Finance Officer inputs changes from Manager/Finance Budget Meetings
May 5-9	Manager/Finance/Manager finalize budget recommendations presentation
May 6	Regular Commissioner Work Session – Capital Projects, new requests update
May 20	Regular Commissioner Meeting – Manager’s Recommended Budget 6:30 pm
May 22	Special called budget work sessions to hear presentations if needed 9:00 am
June 3	Regular Commissioner Meeting – Budget Public Hearing 5:55 pm
June 5-6	Special called budget meetings as needed to make final adjustments
June 18	Adoption of budget 6:30 pm

*Informational item.*

**(9) FONTANA REGIONAL LIBRARY BOARD OF TRUSTEES:**

**Motion:** *Commissioner Smith moved to appoint Deborah Smith to serve a three-year term on the Fontana Regional Library Board of Trustees. Commissioner Jennings seconded the Motion. Motion carried by unanimous vote.*

*Commissioner Hooper moved to appoint Marva Jennings to serve a three-year term on the Fontana Regional Library Board of Trustees. Commissioner Smith seconded the Motion. Motion carried by unanimous vote.*

**(10) ROAD NAMING BOARD:** A recommendation was submitted by Zeb Holland, Emergency Management.

**Motion:** *Commissioner Smith moved to reappoint Todd Dillard, Angelina Murray and Fred Grasty to additional two-year terms on the Road Naming Board. Commissioner Jennings seconded the Motion. Motion carried by unanimous vote.*

**(11) PRESS CONFERENCE:** None.

**(12) CLOSED SESSION:**

**Motion:** *Commissioner Smith moved that the Board go into closed session pursuant to G.S.143-318.11(a)(3) Legal and G.S.143-318.11(a)(5) Real Property. Commissioner Hooper seconded the Motion. Motion carried.*

Chairman Letson called the regular meeting back to order and stated no action was taken in closed session.

There being no further business, Commissioner Smith moved to adjourn the meeting. Commissioner Jennings seconded the Motion. Motion carried and the meeting adjourned at 6:35 p.m.

Attest:

Approved:

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Angela M. Winchester, Clerk to Board

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Mark A. Letson, Chairman